

Department of Public Health  
Weekly Time Log Worksheet

Agency: DPH  
Pay Org: 0294

Mail Drop ID's: 2048

Download Date: 2/20/2012 7:32:30 AM  
WeekEnd Date: 2/25/2012  
Pay Period End Date: 2/25/2012  
Accrual Calc Date: 2/11/2012

SIGNATURE: Pella Lannuch

DATE: 2/23/12

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EmplID Position# Jobcode BU Std Hrs	Sunday (2/19)	Monday (2/20)	Tuesday (2/21)	Wednesday (2/22)	Thursday (2/23)	Friday (2/24)	Saturday (2/25)	Leave Balances
This Timelog Report was downloaded from HRConnectsUs and represents data from HR/CMS Information Warehouse (CIW). In the case that information on this report conflicts with information in the CIW, the information contained in CIW will be considered the official record.								

EmplID Position# Jobcode BU Std Hrs	Sunday (2/19)	Monday (2/20)	Tuesday (2/21)	Wednesday (2/22)	Thursday (2/23)	Friday (2/24)	Saturday (2/25)	Leave Balances
<b>Division: 2048</b>								
296644 - 0 00059214 (2048) E20Y13 09 Corbett 37.50 Kate REG SDF:   Shift 1	0	7.5 <i>HLN</i> <i>7.5</i>	7.5 <i>VAC</i> <i>1.0</i>	7.5	7.5 <i>SIF</i> <i>7.5</i>	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 97.005 SIC 48.125
241373 - 0 00028808 (2048) E20Y13 09 Frasca 37.50 Daniela REG SDF:   Shift 1	0	7.5 <i>HLN</i> <i>7.5</i>	7.5	7.5 <i>SIC</i> <i>7.5</i>	7.5	7.5	0	PER 22.500 COM 29.500 PLC _____ VAC 166.250 SIC 425.000
314719 - 0 00048601 (2048) E20Y13 09 Glazer 37.50 Lisa REG SDF:   Shift 1	0	7.5 <i>HLN</i> <i>7.5</i>	7.5	7.5	7.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 42.625 SIC 31.635
120459 - 0 00020748 (2048) E22Y16 09 Lawler 37.50 Michael REG SDF:   Shift 1	0	7.5 <i>HOL</i> <i>7.5</i>	7.5 <i>OTS</i> <i>2.05</i>	7.5 <i>SIC</i> <i>7.5</i>	7.5	7.5	0	PER 17.500 COM 0.000 PLC _____ VAC 110.276 SIC 95.873
311855 - 0 00033050 (2048) E18Y19 09 Lleshi 37.50 Hevis REG SDF:	0	7.5 <i>HWC</i> <i>7.5</i>	7.5	7.5 <i>PER</i> <i>3.0</i>	7.5 <i>OTS2.5</i> <i>OTPC.5</i>	7.5 <i>OTP</i> <i>7.5</i>	0	PER 7.500 COM 6.250 PLC _____ VAC 41.500 SIC 48.250

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EmplID Position# Jobcode BU Std Hrs	Sunday (2/19)	Monday (2/20)	Tuesday (2/21)	Wednesday (2/22)	Thursday (2/23)	Friday (2/24)	Saturday (2/25)	Leave Balances
285766 - 0 00045979 (2048) E20Y13 09 Medina 37.50 Nicole REG SDF:   Shift 1	0	7.5 <i>HOL</i> 7.5	7.5 <i>PER</i> 7.5	7.5 <i>VAC</i> 0.5	7.5 <i>VAC</i> 1.5	7.5	0	PER 22.500 COM 0.000 PLC _____ VAC 93.245 SIC 17.125
118097 - 0 00047658 (2048) E24Y06 09 O'Brien 37.50 Elisabeth REG SDF:   Shift 1	0	9 <i>HOL</i> 7.5 <i>VAC</i> 1.5	6.5	9	6.5	6.5	0	PER 22.500 COM 1.000 PLC _____ VAC 240.379 SIC 397.561
139184 - 0 00039541 (2048) E07R02 06 Phillips 37.50 Gloria REG SDF:   Shift 1	0	7.5 <i>HOL</i> 7.5	7.5 <i>CMT</i> 7.5	7.5 <i>CMT</i> 7.5	7.5 <i>CMT</i> 7.5	7.5 <i>CMT</i> 7.5	0	PER 0.000 COM 0.000 PLC _____ VAC 16.875 SIC 0.005
138624 - 0 00038977 (2048) E24Y06 09 Piro 37.50 Peter REG SDF:   Shift 1	0	7.5 <i>HOL</i> 7.5 <i>OTP</i> 3.0	7.5 <i>OTS</i> 2.5 <i>OTP</i> 3.0	7.5 <i>OTP</i> 2.0	7.5 <i>OTP</i> 2.0	7.5 <i>OTP</i> 2.5	0	PER 22.500 COM 0.000 PLC _____ VAC 167.375 SIC 643.625
297673 - 0 00004965 (2048) E20Y13 09 Renczkowski 37.50 Daniel REG SDF:   Shift 1	0	7.5 <i>HOL</i> 7.5	7.5	7.5	7.5	7.5 <i>OTS</i> 2.5 <i>OTP</i> 0.5	0 <i>OTP</i> 7.5	PER 7.500 COM 0.000 PLC _____ VAC 37.875 SIC 63.255

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EmplID Position# Jobcode BU Std Hrs	Sunday (2/19)	Monday (2/20)	Tuesday (2/21)	Wednesday (2/22)	Thursday (2/23)	Friday (2/24)	Saturday (2/25)	Leave Balances
128891 - 0 00029212 (2048) E09R01 06 Sprague 37.50 Shirley REG SDF:   Shift 1	0	7.5 <i>HLN 7.5</i>	7.5 <i>VAC 1.0</i>	7.5	7.5	7.5	0	PER 37.500 COM 0.000 PLC _____ VAC 221.875 SIC 842.120
106754 - 0 00006997 (2048) E20Y13 09 Tran 18.75 Mai REG SDF:   Shift 1	0	6 <i>HNC 3.75 REG 6.0</i>	0	6	6.75	0	0	PER 2.500 COM 0.250 PLC _____ VAC 146.228 SIC 20.189
220854 - 0 00010739 (2048) E07R02 06 Zanolli 37.50 Janice REG SDF:   Shift 1	0	7.5 <i>HLN 7.5</i>	7.5 <i>VAC 7.5</i>	7.5 <i>VAC 7.5</i>	7.5 <i>VAC 7.5</i>	7.5 <i>VAC 7.5</i>	0	PER 25.500 COM 0.000 PLC _____ VAC 97.924 SIC 90.287

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Director's Signa.

*Jelly Laverd*

Time Log/Program / Area: 2048- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 25, 2012

Employee Name:		Sunday 02/19/12	Monday 02/20/12	Tuesday 02/21/12	Wednesday 02/22/12	Thursday 02/23/12	Friday 02/24/12	Saturday 02/25/12
Corbett,Kate 45161000 <i>Kate Corbett</i>	Day: In - Out			7:00 2:05 7:00 3:00				
	Lunch: Out - In			12:00 1:30 12:00 1:30				
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.			HLN 7:5 ✓	1W Jaca ✓		7.5 hr ✓	7.5 hr ✓	
Frasca,Daniela 45161000 <i>Daniela Frasca</i>	Day: In - Out			6:45 2:45		6:45 2:45	6:45 2:45	
	Lunch: Out - In			12:40 1:10		1:00 1:30	12:30 1:00	
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.			HLN 7:5 ✓		7.5 hr ✓			
Glazer,Lisa 45161000 <i>Sadie Glazer</i>	Day: In - Out			7:05 3:05	7:05 3:10	7:10 3:10	7:10 3:10	7:10 3:10
	Lunch: Out - In			12:00 12:30		12:00 12:30		
	Outside Duty: From - To				6:15 Breakfast 8:45			
Document exceptions or comments, indicate type and amount.			HLN 7:5 ✓				1.5 hr ✓	
Lawler, Michael 45161000 <i>Michael Lawler</i>	Day: In - Out		6:50 3:30	10:05 8:20		8:15 4:30	8:20 4:20	
	Lunch: Out - In		11:00 12:20	1:20 1:50		1:05 1:35	1:25 1:55	
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.			HOL 7:5 ✓	2:25 OT ✓	7.5 hr ✓			

Director's Sign: e:

*Pella Saenger*

Time Log/Program / Area: 2048-- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 25, 2012

Employee Name:	Sunday 02/19/12	Monday 02/20/12	Tuesday 02/21/12	Wednesday 02/22/12	Thursday 02/23/12	Friday 02/24/12	Saturday 02/25/12
	Day: In - Out						
	Lunch: Out - In						
	Outside Duty: From - To						
Lleshi, Hevis 81009749		7:30 3:30	7:00 3:00	7:45 12:15	6:45 11:45	7:15 6:15	6:45 2:45
		11:50 12:20	12:10 12:40			12:00 12:30	12:00 12:30
Employee Signature							
Document exceptions or comments, indicate type and amount.		HWC 7.5hr Comp time		3.00 hr personal	2.5 hrs personal	3 hrs OT	7.5 hrs OT
Medina, Nicole 45161000				7:45 3:00	7:30 1:30	7:10 3:10	
				6:2 12:30		12 12:30	
Employee Signature							
Document exceptions or comments, indicate type and amount.		HLN 7.5 PER 7.5 ✓	0.5 vac	1.5 vac ✓			
O'Brien, Elisabeth 45161000		7:25 2:25	7:15 4:45	7:20 2:20	7:30 2:30		
		11:30 12:00	11:30 12:00	12:05 12:35	11:35 12:05		
Employee Signature							
Document exceptions or comments, indicate type and amount.		HLN 7.5 vac 1.5 ✓					
Philips, Gloria 45161000							
Employee Signature							
Document exceptions or comments, indicate type and amount.		HLN 7.5 ✓	CMT 7.5 ✓	CMT 7.5 ✓	CMT 7.5 ✓	CMT 7.5 ✓	

Director's Sign:

*Pella Lantz*

Time Log/Program / Area: 2048-- Boston Drug Lab

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Week Ending: February 25, 2012

Employee Name:		Sunday 02/19/12	Monday 02/20/12	Tuesday 02/21/12	Wednesday 02/22/12	Thursday 02/23/12	Friday 02/24/12	Saturday 02/25/12
Piro, Peter 45161000 <i>D. Piro</i>	Employee Signature	Day: In - Out		710 315 715 815	700 600 645 445	1130 530 645 300	645 65	645 300
		Lunch: Out - In		1200 1230 12 (230)		215 235		12 1230
		Outside Duty: From - To			Brooklyn 815 1245			
		Document exceptions or comments, indicate type and amount.		7.5 Comptime	OT 5.0 3.0 2.0	VAC 1.5	OT 7.5	
Renczkowski, Daniel 45161000 <i>D. Renczkowski</i>	Employee Signature	Day: In - Out		645 245 645 245	645 245 645 245	645 245 645 245	645 245 645 245	645 245
		Lunch: Out - In		1150 1210 1200 1230	1130 1200 1200 1230	1200 1230 1230 1230	1145 1215	
		Outside Duty: From - To			Brooklyn 815 1245			
		Document exceptions or comments, indicate type and amount.		HOL 7.5 hr ✓		OT 3 hr ✓	OT 7.5 hr ✓	
Sprague, Shirley 45161000 <i>Sprague</i>	Employee Signature	Day: In - Out		850 850 400 405	510 505 505 505	850 850		
		Lunch: Out - In		100 130 100 130	100 130 100 130	100 130 100 130		
		Outside Duty: From - To						
		Document exceptions or comments, indicate type and amount.		HLN 125	VAC 1 hr ✓			
Tran, Mai 45161000 <i>M. Tran</i>	Employee Signature	Day: In - Out		715 115	710 110 715 230			
		Lunch: Out - In				1130 12		
		Outside Duty: From - To						
		Document exceptions or comments, indicate type and amount.						

Director's Signa.:

Patty Seward

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2048-- Boston Drug Lab

Week Ending: February 25, 2012

Employee Name:		Sunday 02/19/12	Monday 02/20/12	Tuesday 02/21/12	Wednesday 02/22/12	Thursday 02/23/12	Friday 02/24/12	Saturday 02/25/12
Zanolli, Janice 45161000  Employee Signature	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.		HUN 7.5	JAC 7.5	VAC 7.5	VAC 7.5	VAC 7.5	VAC 7.5	
	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								
	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								
	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								

Director's Signatures:

Della Saunders

Employee signatures on this time sheet certify the employee has performed the work associated with the account(s) listed.

Time Log/Program / Area: 2046- Fiscal Services

Week Ending: February 25, 2012

Employee Name:		Sunday 02/19/12	Monday 02/20/12	Tuesday 02/21/12	Wednesday 02/22/12	Thursday 02/23/12	Friday 02/24/12	Saturday 02/25/12
Employee Signature	Day: In - Out			9:30 600	9:45 610	9:40 535	9:45 605	
	Lunch: Out - In			12:00 100	12:05 100	12:10 1250	12:05 1255	
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.		HLN						
Employee Signature	Day: In - Out		6:45 8:45	6:45 5:15	6:45 5:15	6:45 5:15	6:45 5:15	6:45 8:45
	Lunch: Out - In		1:30 2:00	1:40 2:10	1:30 2:00	1:30 2:00	1:30 2:00	1:30 2:00
	Outside Duty: From - To				Breakdown 8:15 12:45			
Document exceptions or comments, indicate type and amount.		HOL 2.5 OTS 2.5 OTP 2.5 OTP 2.5 OTP 2.5 OTP 2.5						
Employee Signature	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								
Employee Signature	Day: In - Out							
	Lunch: Out - In							
	Outside Duty: From - To							
Document exceptions or comments, indicate type and amount.								

William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: *Listed Below*      Employee #: *Listed Below*

Department: Drug Laboratory

Date(s) of overtime work: February 21 -> February 25, 2012

# of hours requested: Listed Below

Why work cannot be completed during regular hours: Significant backlog of samples

Overtime is to be:  paid at OT rate  added to comp time balance   
*(if OT rate, complete below)*

OT Account: 81009749

*Approval:*

**Supervisor:**

Date: 2/21/12

Department Head:

Date:

#### Denial reason:

## William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval **prior** to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Listed Below Employee #: Listed Below

Department: Drug Laboratory

Date(s) of overtime work: February 29, 2012

# of hours requested: 75

Why work cannot be completed during regular hours: Significant Backlog Samples

Overtime is to be: paid at OT rate added to comp time balance  6th day of pay  
(if OT rate, complete below)

OT Account: \_\_\_\_\_

Approval:

Supervisor: C. Salomone Date: 2/21/12

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Denial reason: \_\_\_\_\_

Name	Employee ID#	Overtime earned	Name	Employee ID #	Overtime earned
Michael Lavelle	120459	7.5 hrs <del>at day pay</del>			
Kris Leshi	311855	7.5 hrs COM			
Pete Pier	138624	7.5 hrs <del>at day</del> COM			
Daniel Penczakowski	297673	7.5 hrs <del>at day pay</del>			



## William A. Hinton State Laboratory Institute

## OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Della Saunders Employee #: 147387

Department: Drug Laboratory

Date(s) of overtime work: February 20, 2012

# of hours requested: 7.5

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be:    paid at OT rate     added to comp time balance     6th day of pay  
(If OT rate, complete below)

OT Account: \_\_\_\_\_

Approval:

Supervisor: C. Shalem Date: 2/21/12

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Denial reason: \_\_\_\_\_



## William A. Hinton State Laboratory Institute

**OVERTIME REQUEST FORM**

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Employee: Della Saunders Employee #: 147387

Department: Drug Laboratory

Date(s) of overtime work: February 01 -> February 25, 2012

# of hours requested: 17.50 hrs

Why work cannot be completed during regular hours: Significant Backlog of Samples

Overtime is to be:    paid at OT rate     added to comp time balance   
(If OT rate, complete below)

OT Account: 81009749

*Approval:*

Supervisor: C. Salami Date: 2/21/12

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Denial reason: \_\_\_\_\_

Good Morning Fei,

Here are the time changes for last week,

Employee	ID #	Date	Change From	Change To
Kate Corbett	296644	2/24/12	REG 7.5	VAC 7.5
Lisa Glazer	314719	2/24/12	REG 7.5	VAC 1.5
Hevis Lleshi	311855	2/23/12	REG 7.5	PER 2.5
Peter Piro	138624	2/24/12	REG 7.5	VAC 1.5

Thanks,  
Della